



Bureau for Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818
(888) 370-7589 / www.bppe.ca.gov



NOTICE TO COMPLY – 000366 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: <i>Northern California Vocational College</i>	Institution Telephone: <i>408-946-2655</i>
Inst. Code: <i>29369773</i>	Administrator Name: <i>Diana Nguyen</i>
Street Address: <i>500 E. Calaveras Blvd. Milpitas, CA 95035</i>	Administrator Signature: <i>[Signature]</i>
Inspector: <i>[Signature]</i>	Printed Name: <i>Jan Jay</i> Date: <i>Aug 17, 2012</i>

VIOLATION(S)

✓	Educ. Code	Description	✓	Code of Regs	Description
	§94802	Continuance of Former Approvals. Subsection(s):		§71705	Mission and Objectives.
	§94897	Prohibited Business Practices. Subsection(s):	✓	§71710	Educational Program. Subsection(s): <i>see attachment</i>
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):		§71715	Instruction. Subsection(s):
	§94899	Approval Required for Programs Leading to Licensed Profession.		§71716	Distance Educational Programs – Specific Provisions for Instruction Not in Real Time. Subsection(s):
	§94899.5	Collection of Tuition. Subsection(s):		§71717	Satellite Locations. Subsection(s):
✓	§94900	Required Student Records. Subsection(s): <i>see attachments</i>		§71720	Faculty. Subsection(s):
✓	§94900.5	Required Institutional Records. Subsection(s): <i>see attachments</i>		§71730	Administration. Subsection(s):
	§94901	Requirements for Recruiters. Subsection(s):		§71735	Facilities and Equipment. Subsection(s):
✓	§94902	General Enrollment Requirements. Subsection(s): <i>see attachments</i>		§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.	✓	§71750	Withdrawals and Refunds. Subsection(s): <i>see attachments</i>
✓	§94904	Ability to Benefit Students.		§71760	Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):		§71770	Admissions Standards and Transferred Credits Policy. Subsection(s):
	§94906	Language of Enrollment Agreement. Subsection(s):		§71800	Enrollment Agreement. Subsection(s):
	§94907	Mandatory Internal Dispute Resolution Prohibited.		§71810	Catalog. Subsection(s):
	§94908	Size of Text in Required Documents.		§71850	Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s):
	§94909	Minimum Requirements for School Catalog. Subsection(s):		§71865	Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s):
	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s):	✓	§71920	Student Records. Subsection(s): <i>see attachments</i>
	§94911	Minimum Requirements for enrollment Agreement. Subsection(s):	✓	§71930	Maintenance of Records. Subsection(s):
	§94912	Signature, Initials Required.		§74112	Uniform Data - Annual Report, Perform. Fact Sheet. Subsection(s):
	§94916	Statement On Loans To Students.		§74140	Retention of Advertising.
	§94918	Compliance with Federal Statutes.		§74150	Use of Term "University." Subsection(s):
	§94919	Institutions Participating in Federal Student Financial Aid Programs. Subsection(s):		§74190	Agents for Service of Process; Changes.
	§94920	Mandatory Cancellation, Withdrawal, and Refund Policies. Subsection(s):	✗	§76140	Record-Keeping Requirements. Subsection(s): <i>see attachments</i>
	§94922	Waiving Provisions Prohibited.		§76215	Student Tuition Recovery Fund Disclosures. Subsection(s):
	§94929	Reporting of Completion Rate. Subsection(s):	✓	Other Violation	Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):	✓	76130	STRF Assessments
	§94929.7	Documentation of Performance Data. Subsection(s):			
	§94943.5	Agent for Service of Process.			

(White) Bureau

(Yellow) Inspector

(Pink) Institution



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INSTITUTION NAME: Northern California Vocational College

INSPECTOR'S COMMENTS:

The nature and facts of violations are listed below:

94900(b)(3) Transcripts did not include grades for most students

94902(a) Enrollment agreements were not completely populated
signed & dated by students and institutional representatives

94900.5(b) All faculty files for the last 5 years were not maintained
on site

94904: No ATB exams were administered for ATB students

71710(c)(5): All syllabi did not include complete citation of texts
& other written materials.

71710(c)(7): All syllabi did not include instructional mode or
methods.

71750(f): School did not maintain a withdrawal and cancellation log.

☒ Comments continued on attached 1 page(s).

Inspection Date: Aug 15-17, 2012 Inspector's Printed Name: Jan Loy

Inspector Initialed: JD

Institution Administrator Printed Name: DIANA HA T. NGUYEN

Administrator Initialed: DN

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign and submit this form to the Bureau, along with documentation describing how compliance was achieved; or (2) File with the Bureau a written notice of disagreement, specifying the minor violations described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Printed Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE
BUREAU BY Sept 16, 2012

(White) Bureau

(Yellow) Inspector

(Pink) Institution



BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 000366

Institution Name:

Northern California Vocational College

Institution #

29369773

Comments:

71920(b)(1)(A): Verification of High School diploma or equivalency or passing grade on ATB exam not included in student files.

71920(b)(2)(C): School required Wonderlic SLEV exam for admission, however it was either blank or missing from student files.

71920(b)(3): Not all documents that were required to be signed and/or initialed and/or dated were signed, initialed, and/or dated by the students.

71930(e) Student attendance records were not made immediately available for inspection.

71930(d) Student academic + financial records not maintained in a manner secure from fire or loss.

~~71940~~

76130(c)(1): First Quarter ²⁰¹² STRF assessment report inconsistent with backup documentation for number of students

76130(c)(5): First Quarter 2012 STRF assessment report inconsistent with backup documentation for amount of STRF collected.

Institution Administrator:

(White) Bureau

Date:

Aug 17, 2012

(Pink) Institution

Inspector:

LAN Jay

(Yellow) Inspector

(Rev. 4/17/11)

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